



OFFICE OF WEATHER AND AIR QUALITY

National Oceanic and Atmospheric Administration

Checklist for Proposals to the FY2020 OWAQ Notice of Funding Opportunity

Pre-proposal

- ☐ SAM Registration
- ☐ DUNS number
- ☐ Grants.gov Registration
- ☐ Grants Online access

Title Page

- ☐ Project title
- ☐ PI: name, title, organization, telephone number, office address, email address
- ☐ Each investigator: name, title, organization, telephone number, email address
- ☐ Non-PI Institutional representative: name, title, organization, telephone number, email address
- ☐ Competition and project period
- ☐ Requested funding for each annual period

Abstract

- ☐ Project title, PIs and investigators, and affiliations
- ☐ Plain-language project abstract

Statement of Work

- ☐ Proposed duration of project
- ☐ Description of proposed work
- ☐ Proposed use of NOAA testbeds (if applicable)
- ☐ Proposed use of human test subjects (if applicable)
- ☐ Technology transfer outcomes and proposed measures of success
- ☐ Readiness level assessment for start and proposed end of project
- ☐ Proposed end-user(s)/beneficiaries of project deliverables
- ☐ Timeline with key milestones
- ☐ Travel description
- ☐ Any related projects funded by OAR
- ☐ Statement on Diversity & Inclusion



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Other Sections

- ☐ Data management plan
- ☐ CV for all PIs
- ☐ Current and pending financial support for each investigator
- ☐ Budget table and justification
- ☐ Budget for any Federal collaborators
- ☐ High-performance computing requirements
- ☐ Any relevant letters of support

Mandatory Forms

- ☐ SF424
- ☐ SF424A
- ☐ SF424B
- ☐ CD511
- ☐ Form LLL

Multi-Organization Collaborative Proposals

- ☐ Separate proposals for each institution, each with identical title pages
- ☐ Separate budget table, justification, and SF-424A for your institution
- ☐ Summary project-total budget table (Lead-PI's proposal only)